

For CSD Use Only
Date Received:

Contractor:	Address:
City, State, Zip Code:	Telephone Number: (    )
Person requesting approval:	Contract Number:

Purchase to be made under the following contract(s):

☐ LIHEAP    ☐ DOE    ☐ CSBG    ☐ CSBG Discretionary    ☐ PVEA

**DESCRIPTION OR DISTINGUISHING FEATURES OF ITEM OR SERVICE SOUGHT**

Bid #1 (Selected bid)	Bid #2	Bid #3

**SUMMARY OF BIDS**

Bid	Vendor	Price	Tax	Other Costs	Total
1					
2					
3					

**Note:** Three (3) written quotes are required for subcontracts for an item or a service where the per-unit cost exceeds \$5,000 or more (includes articles, supplies, equipment<sup>1</sup>, or services obtained by vendors or subcontractors), OR where the total contract cost exceeds \$100,000 or more (includes articles, supplies, or equipment<sup>1</sup>). Copies of the written quotes must be attached and submitted with this form.

**JUSTIFICATION**

Provide justification for this request: Why the vendor was selected? Does your agency have similar nonexpendable equipment on your inventory for this Program? If yes, how many? If three written quotes were not obtained, what is the adequate justification? (use additional sheet if necessary)

Justification:

**CONTRACTOR CERTIFICATION**

**I hereby certify** that these items have not already been purchased, nor approved for purchase with other funds. By signing this request on behalf of the Contractor, I certify that the bids were obtained in an open and freely competitive process. I also understand that noncompliance with all procurement procedures in the Contract with CSD shall result in a disallowance of costs of the purchase/lease of the related items or services:

\_\_\_\_\_  
Signature of Executive Director

\_\_\_\_\_  
Date

**IMPORTANT:** Submission to CSD for pre-approval is required **PRIOR** to commitment to vendor.

**DEPARTMENT PRE-APPROVAL/FOR CSD USE ONLY**

Pre-Approved? ☐ Yes    ☐ No    Reason for denial: \_\_\_\_\_  
\_\_\_\_\_

Authorized Signature:	Title:	Date:	Telephone Number: (    )
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## **INSTRUCTIONS FOR CSD FORM 558—REQUEST FOR PRE-APPROVAL OF PURCHASE/ LEASE**

### **Purpose of form**

To provide justification to the maximum extent practical, for an item or service that exceeds \$5,000, or a total contract amount that exceeds \$100,000. The agency must engage in an open and free bid process; therefore, this form must be completely filled out, signed, and the bids from the vendors must be included in the packet or it will be returned for completion. Noncompliance shall result in disallowance of reimbursement for related item or services.

### **Heading**

All information in this section must be completed.

### **Description or Distinguishing Features**

Description of services sought or item to be purchased/leased. Identify specific make, model and distinguishing features of equipment and supplies to be purchased or services to be rendered (e.g. Dell Optiplex Computer, GX 110).

### **Bids**

List vendors in order of preference with Contractor's first choice listed as bid #1. Include the price, tax, other cost and the total for each bid listed.

**Note:** <sup>1</sup>Equipment shall have a useful life of one year.

### **Justification**

Provide justification of request. If the vendor was not the lowest bidder, explain why (e.g., durability features, more favorable service agreement, interchangeable parts, etc).

**Note:** Explain how the acquisition of this item will enhance your program. Also, if Contractor is unable to obtain three written quotes, provide the explanation.

### **Contractor Certification**

The Request for Pre-Approval of Purchase/Lease must be signed by the Executive Director.

**Note:** Request must be submitted to CSD via facsimile, email or overnight courier at least fifteen (15) calendar days prior to executing the contract for the purchase or lease.

### **Department Pre-Approval/For CSD Use Only**

CSD will review and return a copy of the request form to the Contractor indicating whether or not the request has been pre-approved. If it is not pre-approved, CSD will include an explanation for the denial. Items and services procured subject to CSD's pre-approval remain subject to future contract monitoring and audit.